

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/SHELTER POLICY & PROCEDURE MANUAL	ISSUED 5/02	REVISED 4/09	CHAPTER 6	SECTION 6.4
CHAPTER Chapter 6. Requirements of Management		SUBJECT Disbursements			

Sponsoring organizations shall make payments to emergency shelters under their jurisdiction within five working days of receipt from the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) if the shelter(s) are not part of the same legal entity as the Sponsoring Organization. Reimbursement to shelters may not exceed the applicable free meal rate times the number of meals documented at each facility.

Sponsoring organizations of emergency shelters may charge the institution a fee for administrative services. The fee charged shall be based on the **actual expenses** of the sponsor for services provided to the institution. The fee should be a straight charge to the institution for one CACFP service or multiple CACFP services for a given period of time. The fee shall not be calculated as a percentage or portion of the monthly claim. The sponsoring organization must maintain detailed cost documentation relative to the actual cost of administering the CACFP in the shelter to support the administrative fee charged by the sponsoring organization.

The MDHSS-BCFNA shall be informed of the fee charged. The sponsoring organization shall include in its application, a complete breakdown of the costs incurred in order to justify the fee charged. The MDHSS-BCFNA will monitor the fee charged and the costs for each institution under sponsorship. Under no circumstances may the fee charged to the shelter exceed 15% of the total meal reimbursement, unless the sponsoring organization has requested written approval and provided adequate justification to MDHSS-BCFNA.